

Instructions for Calculating Expenses for CLTS Foster Home, Treatment Foster Home,  
and Shift Staff Treatment Foster Home (Appendix J-9)  
*Adult Family Home*

This appendix contains three separate fillable Excel spreadsheets which are CLTS Foster Care calculation forms (Uniform Foster Care Brochure, Actual Expenses, Adult Family Home). To ensure accurate rate calculation, download the appropriate form. This spreadsheet is form fillable; therefore, enter data only in the grey fields and the remaining fields will automatically populate.

Demographic Information

1. Enter the name and age of the participant.
2. Enter the foster home name, number of occupants (total number of people who live in the home).
3. The Facility Total Monthly Room and Board Rate is the Total Monthly Rate that is automatically calculated in Section 3 of the form.

Section 1: Calculation of Housing and Food Expenses Using Actual Expenses

1. On the first line, enter the actual expenses for either renting or owning the home. For a non-rental home, the total budget includes depreciation and mortgage interest, insurance (title, mortgage, property, and casualty), building and/or maintenance costs.
2. On the second line, enter the total household food budget.
3. On the remaining lines, enter the total household expense for each item.
  - Depending on the foster home, some of the fields may be left blank. For example, a home may not have separate expenses for heating fuel if that cost is combined with the electricity amount.

Section 2: Calculation of Participant-Specific Expenses

1. Complete this field only if there are expenses that are for the specific participant child **only**. Child-specific expenses could include, but are not limited to, a high electric bill due to ventilator use.
2. If there are no participant-specific expenses, leave this section blank.

Section 3: Total Monthly Rate Summary

- The total monthly rate is calculated automatically by adding together the total of Section 1 and the total of Section 2 (if applicable).

Section 4: Information for the ISP

- Each of the totals from this section should be placed on separate lines on the ISP with the appropriate funding source(s) reflected.
- CLTS Allowable:
  - Care and Supervision
- Not CLTS Allowable:
  - Room and Board